



DEPARTMENT OF THE ARMY
HEADQUARTERS, AREA II SUPPORT ACTIVITY
UNIT #15333
APO AP 96205-5333

REPLY TO
ATTENTION OF:

IMKO-AB-RS

1 August 2006

AREA II POLICY LETTER 7-1

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Religious Support Facility Use in Area II

1. **REFERENCES**: AR 165-1, 25 March 2004, Chaplain Activities in the United States Army.
2. **PURPOSE**: To establish policy, priorities and guidelines for the use of Religious Support Facilities (Chapels) in Area II. Area II Chapels are designed as religious support facilities. Chapel facilities are for religious services and other activities related to the spiritual and moral welfare of the command.
3. **APPLICABILITY**: This policy applies to: Memorial Chapel (Yongsan Main Post), South Post Chapel (Yongsan), Hannam Village Chapel and K-16 Chapel.
4. **PROCEDURES**:
 - a. The Area II Staff Chaplain has oversight authority and responsibility for all Area II religious support Chapel facilities.
 - b. Chapel facility priority for use includes, but is not limited to:
 - (1) Regularly scheduled worship services (Chaplain led).
 - (2) Chaplain led special worship services (Funeral/Memorial Service/Mass, Memorial Mass/Service, etc.).
 - (3) Chaplain led religious education (Sunday School, CCD, Vacation Bible School, etc.).
 - (4) Chaplain sponsored religious education events (Bible Studies, etc.).
 - (5) Chaplain sponsored outreach (Protestant/Catholic Women of the Chapel, Youth of the Chapel, etc.).
 - (6) Chaplain led special events (Memorial Ceremony, Weddings, Moral Leadership Training, etc.).

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- (7) Distinctive Faith Group Leader (DFGL) approved and led worship services.
- (8) Other events of worship and education (including Choir and Wedding rehearsals, etc.).
- (9) Other appropriate command activities when the facility is not being used for a religious purpose (see c.(2) of this policy letter).

c. The following are guidelines for use:

(1) Scheduling a chapel for non-religious activities will be on a space available basis and subject to the approval of the Chapel OIC.

(2) All potential non-religious support users must first complete the Chapel Pre-coordination Checklist (See Chapel NCOIC) which ensures that the requester has attempted to schedule their event at the Balboni Training Facility (Main Post), Multi-Purpose Training Facility (South Post), CSB, or at the USO prior to coming to the chapel.

(3) All programs will end prior to 2100 hrs (9:00 PM) unless pre-coordination and approval of the Chapel OIC.

(4) Holiday use of chapels will be on a by exception basis subject to approval by the Chapel OIC.


(5) Non-military congregations will not be allowed to schedule events in Area II Chapels.

(6) Resale activities will not be conducted in chapels or at chaplain sponsored events.

(7) All events will have a chaplain sponsor.

5. Chaplains and Chaplain Assistants at all levels must follow Chapel SOPs and ensure that facilities are kept in the highest state of readiness to facilitate the free exercise of religion for all military personnel, family members and Department of Defense civilians.

6. The point of contact for this memorandum is Chaplain (LTC) James P. King, Area II Staff Chaplain at DSN 738-3011.


RONALD C. STEPHENS
COL, SC
Commanding

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